

RFP ADDENDUM
March 8, 2012

ADDENDUM NO. 3 TO ALL OFFERORS:

Reference – Invitation for Bid: RFP #12-06
Commodity Code/Service: 96219; Dining & Food Management Services
Dated: February 6, 2012
For Delivery to: University of Mary Washington,
Commonwealth of Virginia
Proposal Due Date: **March 14, 2012; 2:00 PM**

This addendum consists of twenty-one (21) pages.

ADDENDUM #3

Vendor Questions and UMW Response

1. What events require the concession stands to be open?
The decision to open the concession stand is done in coordination with UMW Athletics. Reasonable expectation of opening at UMW home basketball games and any conference games/tournaments that are held at the Anderson Center would dictate the opening of the Anderson Center concession stand. Concessions for other events (i.e. baseball) are scheduled in coordination with UMW Athletics.
2. Are there any plans for new residence halls?
Once Randolph and Mason are open, residence hall building/renovation will go on hiatus while the Campus Center is built. No formal plans are in place at this time for future building or renovation.
3. Please indicate how often dining services has been open in the past as a result of more than 50 students on campus at breaks.
Dining services were provided for the first time in fall 2011. For example, concepts included Joe Stacks and the Grab and Go were open during the fall 2011 break.
4. Please identify expenses such as telephone, trash removal, pest control etc. that are currently being paid by the University or current contractor. Please provide current costs.

Telephone expenses were detailed in Addendum 1, trash removal and pest control expenses are paid by the current contractor.

5. The Sodexo Web site states that the hours for the Eagles Nest Pizza closes at 10 PM on Thurs. Fri. and Sat. and the Wow Café and Wingery closes at 1:30 AM on Thurs. Fri. and Sat. The RFP states that both operations close at 10 PM. Please clarify.

That is correct. After 10 p.m. only Late Night is open – it's in the back room of the Eagle's Nest and service is provided by wait staff. Students can order from the WOW menu. Vocelli's continues to deliver until 1 a.m. but is not on the Late Night menu.

6. Please provide semester to date financial information for spring 2012 semester.

See below:

FY 2012 First semester updates		
Revenues to Dining Services		
Board		\$ 2,334,265.69
Cash Sales		\$ 55,923.00
Concessions		\$ 7,254.64
Faculty/Staff and Cash Sales		\$ 16,055.37
Flex Sales - Semester		\$ 514,789.22
Flex Sales - Summer		\$ 7,293.86
EagleOne		\$ 62,894.00
Campus Catering		\$ 289,625.49
AEC Catering		\$ 254,681.59
Special Affairs-UMW Affiliates		\$ 29,467.42
Outside Catering		\$ 125,964.00

7. May we get a breakdown of revenue by retail location?

University of Mary Washington

DESCRIPTION	Seacobeck	The Market	WOW Wingery	Catering	Underground	Jazzman's	Vocelli's	CAMPUS TOT
Board Sales	\$ 1,557,641	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,557,641
Board Point Sales	\$ 19,657	\$ 240,350	\$ 176,425	\$ -	\$ 130,052	\$ 14,148	\$ 34,930	\$ 615,562
Board Equiv Sales	\$ -	\$ 329,323	\$ 254,028	\$ -	\$ 207,067	\$ -	\$ 191,669	\$ 982,087
OCS Point Sales	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Non Board Charge Sales	\$ -	\$ -	\$ -	\$ 515,456	\$ -	\$ -	\$ -	\$ 515,456
Non Board Retail Sales	\$ 44,942	\$ 21,571	\$ 9,080	\$ -	\$ 12,536	\$ 1,165	\$ 8,586	\$ 97,880
TOTAL SALES & REVENUE	\$ 1,622,240	\$ 591,244	\$ 439,533	\$ 515,456	\$ 349,655	\$ 15,313	\$ 235,185	\$ 3,768,626

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Alcohol Sales	\$ -	\$ 121.60	\$ -	\$ 75,010.00	\$ 168.19	\$ -	\$ -	\$ 75,299.79
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University of Mary Washington

DESCRIPTION	Seacobeck	Woodard Center	Catering	Underground	Jazzman's	Vocelli's	CAMPUS TOT
TOTAL SALES & REVENUE	\$ 1,622,240	\$ 1,030,797	\$ 515,456	\$ 349,655	\$ 15,313	\$ 235,185	\$ 3,768,646

Alcohol Sales	\$ -	\$ 121.60	\$ -	\$ 168.19	\$ -	\$ -	\$ 289.79
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8. It appears the Underground stopped serving breakfast in November 2011. Is this accurate?

Breakfast was not truly served in the Underground. It opened for coffee but was not utilized by the students. The service was ended in November 2011.

9. I would appreciate it if you could be more specific with the statement on Page 19 of the RFP:

"Food Specifications: The Offeror must provide the standard minimum food specifications for each of the meal offerings proposed in the Boarding Program..."

We will provide detail menu items for all venues. However, it would be helpful to know the amount of detail that the University is seeking in our response for "...standard minimum food specifications..."

An appropriate level of response should be determined by the offeror.

10. At the end of the year, does the school or contractor retain unspent declining balance?

Currently the contractor retains unspent flex.

11. What are the current hours of operation for Jazzman's in the library?

11 a.m. to 2 p.m. and 6 – 9 p.m. Monday – Thursday

11 a.m. to 2 p.m. on Friday

12. May we have CAD drawings of the dining facilities? If not CAD, may we have other drawings?

See attachment.

13. There are HVAC issues in the dining areas of Seacobeck. May we make mechanical changes to add additional ventilation to eliminate food odors in the dining room?

A new hood was installed in 2005. Any changes would need to be vetted by an engineer and it may be prudent to weigh the extent of changes with plans to move dining into the new campus center.

14. Please provide a list of employee job titles, wages, hours per week, weeks per year, seniority and benefit enrollment status so that we may consider employees for future employment.

UMW does not have this information readily available, but will assist as able with any approved transition plan.

15. We have heard that the new Student Center may not be completed by August 2015. Would you please confirm the August 2015 date or provide an updated estimate for the completion?

At this time, it is scheduled for completion for Spring/Summer 2015 per Doug Searcy, VP of Student Affairs. This is subject to change.

16. Please provide the dollar amount that UMW spent last year on outside (not Sodexo) catering companies.

17. Please provide the number of meals eaten during "early" and "late" non-board service days.

PreSeason/PostSeason counts			
FY 2011			
Aug-10	8/9/10- 8/12/10	8/13/10- 8/19/10	8/20/10- 8/22/10
ResLife Training	107	159	138
Orientation Leaders		179	194
Athletics		102	49
Korean Students	12	12	12
Debate Team	10	10	
Int'l Academics		23	6
Judicial Review		2	2
Information Technology		2	2

Honor Council		7	7	
Freshman Orientation		725	700	
TOTALS:	129	1221	1110	
May-11	4/30/11- 5/5/11	5/6/2011		
ResLife Training	108	108		
Athletics	58	39		
Ushers	29	29		
Orchestra	10	10		
Seniors	100	100		
Commencement Picnic			281	(ticket sales)
TOTALS:	305	286	281	
FY 2012				
Aug-11	8/11/11- 8/18/11	8/19/11- 8/25/11	8/26/11- 8/28/11	
ResLife Training	121	121	121	
Orientation Leaders	12	161	160	
Athletics		64	65	
Korean Students	15	15		
Debate Team	9	9		
Information Technology		5	5	
Honor Council		4	4	
Freshman Orientation		900	900	
TOTALS:	157	1279	1255	

18. Please provide a list of current Summer Camp and Conference bookings for the summer of 2012.

See attached schedule.

19. Please explain the UMW Invoice Amount on the financial statement, Attachment L, as "Costs" minus "Sales" do not equal the UMW Invoice Amount.



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The UMW Invoice amount represents the subsidy paid to the vendor to operate the Underground. In responding to this RFP, please assume there will be no subsidy paid by the University to the vendor operating this venue.

20. Are work study student wages reimbursed to the school or does the school provide this labor to Sodexo at no charge?

No, these students are Sodexo employees.



Date(s) of use	Conf/Camp name	Lodging Assignment	# attendees	# staff	UMW Sponsor	Field(s) In Use
May	Post Graduation	-	-	-	-	-
4/19-5/19	ELS	South + 2 apts at EL	na	na	Intl Studies	na
continuous	Visiting Professors	Alvey & Cornell	na	na	Finkelstein	na
5/14-24	Piano Guild	NONE	na	na	Music	na
5/15-17	Faculty Academy	NONE	100+	na	DoIT	na
5/17	RRCJA Graduation	NONE	300+	na	UMWPD	na
5/19-7/14	FASA	NONE	na	na	na	B, D
5/20-7/27	Summer School	EL	na	na	Registrar	na
5/21-6/16	ELS	South + 2 apts at EL	na	na	Intl Studies	na
5/21-8/27	Science Institute Ferry Farm	EL thru 8/1	na	na	Zeis	?
5/23-7/8	Interns	UMW Apts	12	1	Ferry Farm	na
June						
continuous	Visiting Professors	Alvey & Cornell	na	na	Finkelstein	na
5/19-7/14	FASA	NONE	na	na	na	B, D
5/20-7/27	Summer School	EL	na	na	Registrar	na
5/21-6/16	ELS (above) Ferry Farm	South + 2 apts at EL	na	na	Intl Studies	na
5/23-7/8	Interns	UMW Apts	12	1	Ferry Farm	na
6/1-2	Alumni College	NONE	na	na	Alumni Rel	na
6/1-3	Reunion	? Class reunions	na	na	Alumni Rel	na

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Weekend						
6/9-10	Tennis Tourn.	NONE	na	na	Catullo	outdoor courts
6/12-7/27	STP	Arrington	75 total	na	Acad. Svcs	?
FH Summer						
6/12-28	League	NONE	200	8	Elliott	Turf field
6/15	JMHS Graduation	NONE	na	na	City of	
6/17-24	JF Scholars	Alvey	75 total	na	Fburg	Anderson Center
6/18-7/14	ELS	South + 2 apts at EL	na	na	JFS	?
6/18-21	Softball Camp	NONE	na	na	Intl Studies	na
	Eagles Youth		na	na	Hall	Softball Field
6/18-22	Soccer	NONE	70	10	Kilby	CRF, B, C, Pool, Aux & Main Gym
6/20-23	Tennis Tourn.	NONE	na	na	Catullo	outdoor courts
6/23	Polizuk Studio	NONE	na	na	na	na
6/24-28	Adiddas Tennis	UMW Apts	20	campers	Catullo	Indoor & Outdoor courts
6/24-28	Eagles Basketball	NONE	na	na	Applebury	AC and gyms
6/25-29	Eagles Youth					
6/25-29	Soccer	NONE	70	10	Kilby	CRF, B, C, Pool, Aux & Main Gym
6/25-30	Soccer Academy	Jeff & Bushnell	250	40	na	waiting on availability from H.
6/26-7/6	Rapp. Scholars	?	?	?	Kennedy	Patterson
6/29-7/1	Eagles Basketball	NONE	na	na	Applebury	?
July						AC and gyms
continuous	Visiting Professors	Alvey & Cornell	na	na	Finkelstein	na
5/19-7/14	FASA	NONE	na	na	na	B, D
5/20-7/27	Summer School	EL	na	na	Registrar	na
5/23-7/8	Ferry Farm					
	Interns	UMW Apts	12	1	Ferry Farm	na

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6/29-7/1	Eagles Basketball	NONE	na	na	Applebury	AC and gyms
?	Korean Students	EL			Yook	na
?	Soccer Academy	Jeff & Bushnell				waiting on availability from H. Patterson
6/12-7/27	STP	Arrington	75 total		Acad. Svcs	?
6/18-7/14	ELS (above)	EL	na	na	Intl Studies	na
	FH Summer					
7/3-12	League	NONE	200	8	Elliott	Turf field
7/7	Sel. Svc. Board	NONE	15	2	na	na
7/7-14	Lessac	UMW Apts	30 max	2	Theatre	na
			100			
7/7-12	Nike Girls LAX	Alvey	campers	12 staff	Hall	Turf field
7/8-12	Soccer Academy	Jeff & Bushnell				waiting on availability from H.
7/9-21	Rapp. Scholars	?	?	?	Kennedy	?
			100			
7/11-14	Nike Boys LAX	EL	campers	8 staff	Glaeser	Goolrick
			150			
7/14-18	Nike FH Skills	Russell	campers	16 staff	Elliott	D field
7/16-8/11	ELS	EL	na	na	Intl Studies	na
7/14-16	Tennis Tourn	NONE	na	na	Catullo	Outdoor Courts
			7 single			
7/16-20	Australia Chem.	EL	rms		Slunt	na
	VA Soccer					
7/'20-22	Officials	Alvey				
	Eagles Youth		60	na	na	CRF, Woodward, Monroe
7/23-27	Soccer	NONE	70	10	Kilby	CRF, B,C, Pool, Aux & Main Gym
August						
continuous	Visiting Professors	Alvey & Cornell	na	na	Finkelstein	na
?	Korean Students	EL			Yook	na

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?	TI Workshop	NONE	na	na	Cmpt Sci na
	7/16-8/12	South + 2 apts at EL	na	na	Intl Studies na
8/2-6	Tennis Tourn	NONE	na	na	Catullo Outdoor Courts
	8/13-9/12	South + 2 apts at EL	na	na	Intl Studies na
8/18-20	Tennis Tourn	NONE	na	na	Catullo Outdoor Courts

Groups potentially needing Food Service

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END OF ADDENDUM #3

Melva Kishpaugh
Buyer Specialist
Phone: 540-654-1084

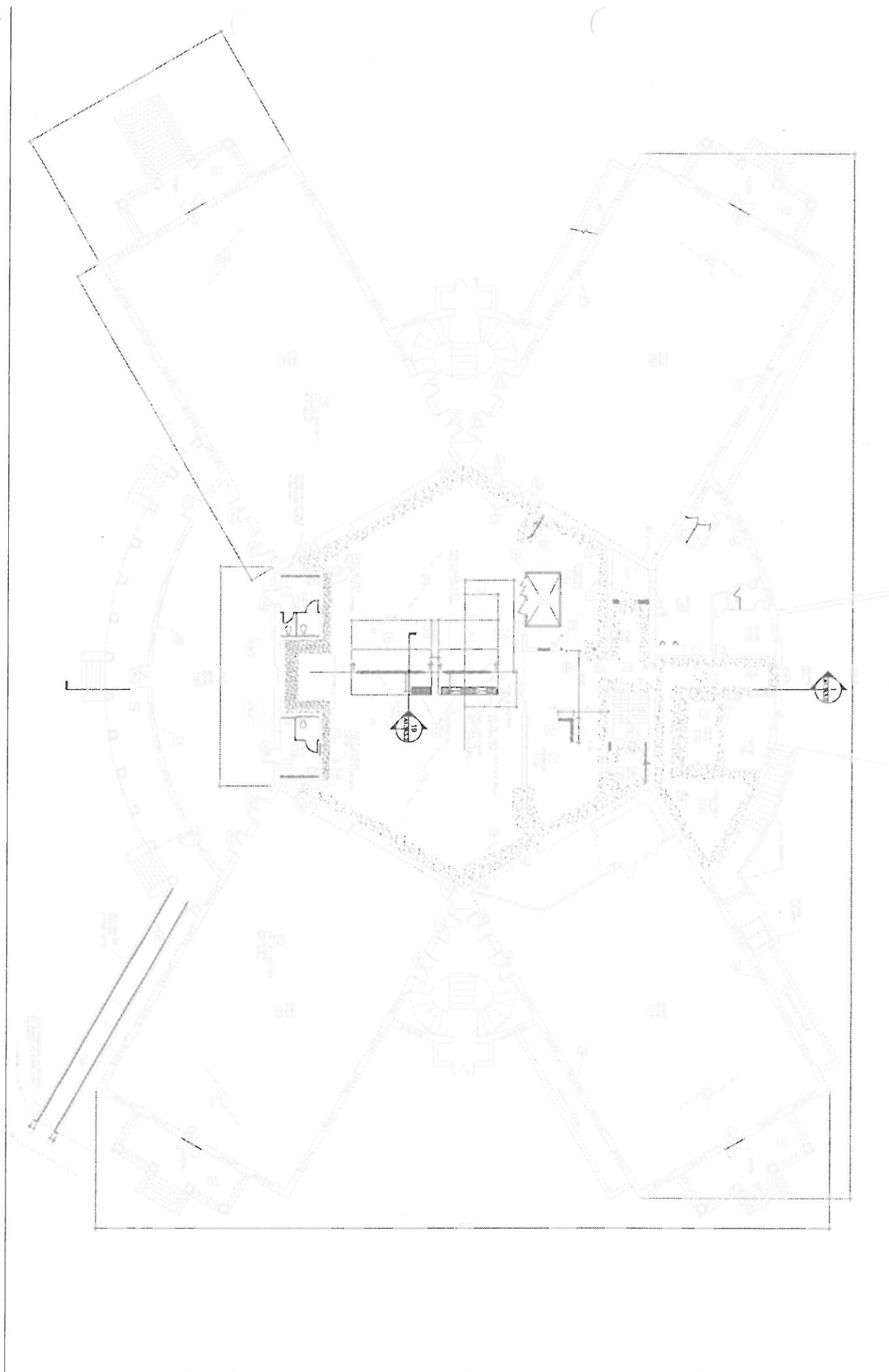
*Acknowledged receipt of RFP 12-06 Addendum #3 (and all addenda) must be included in RFP Package:

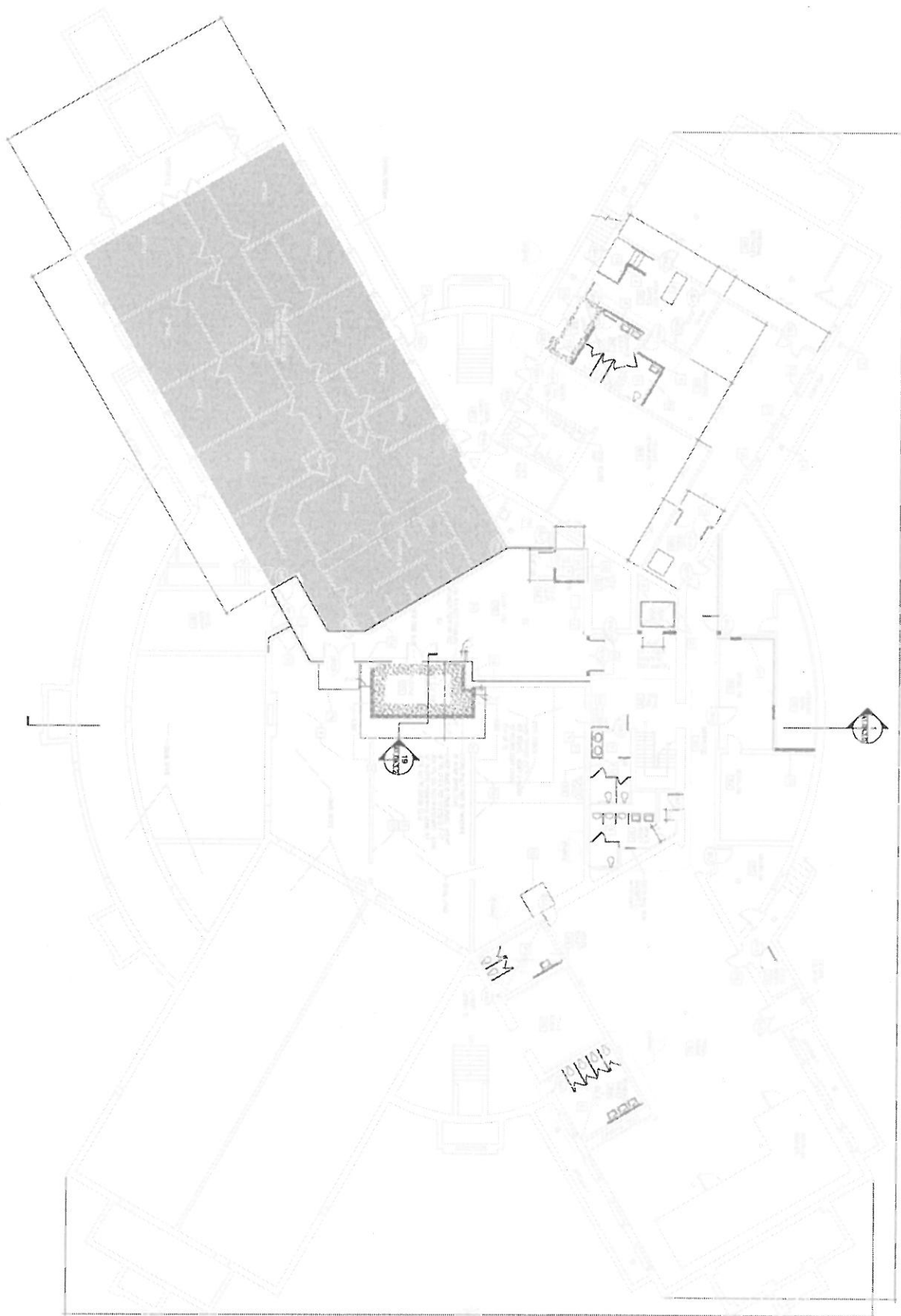
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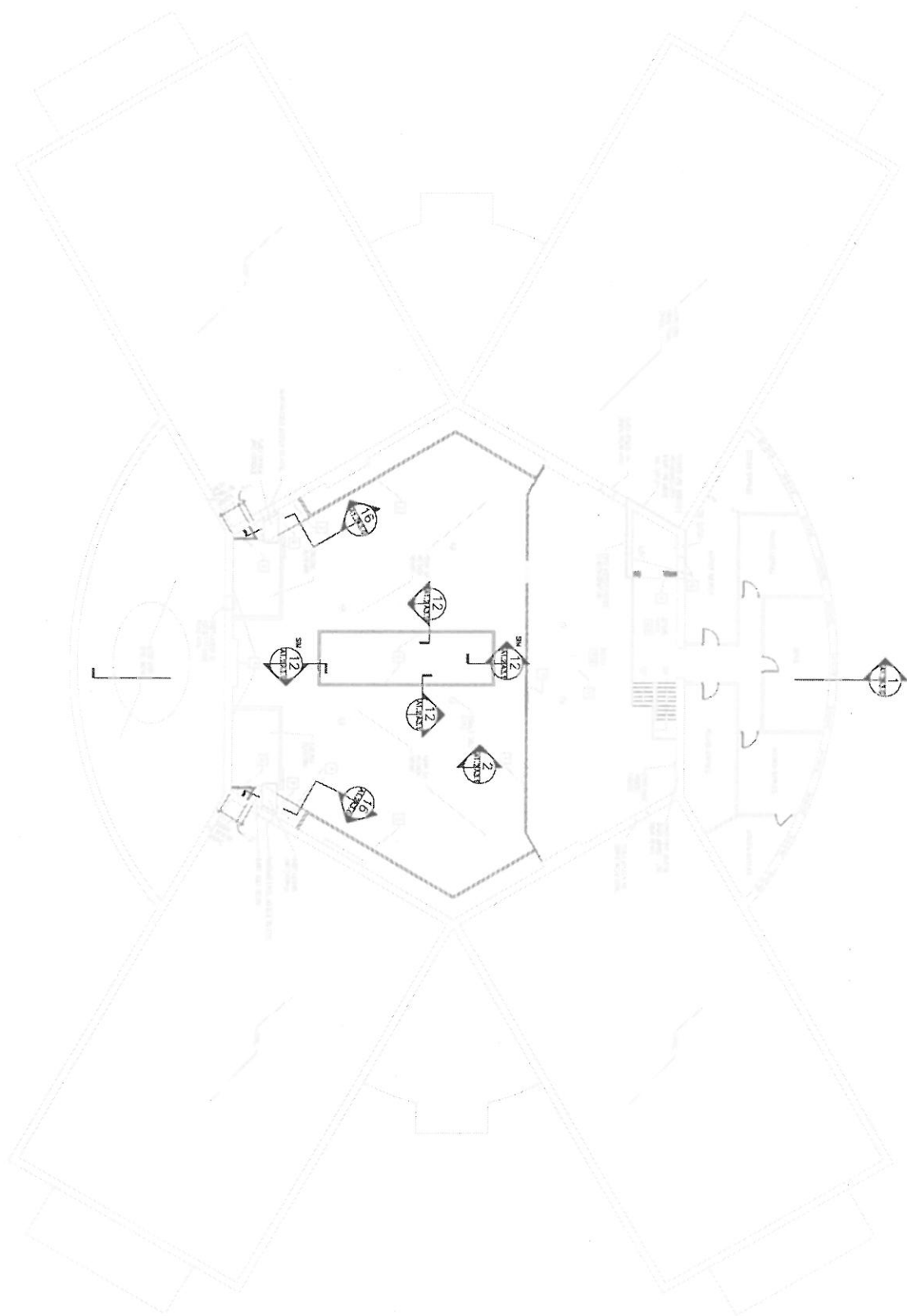
DATE

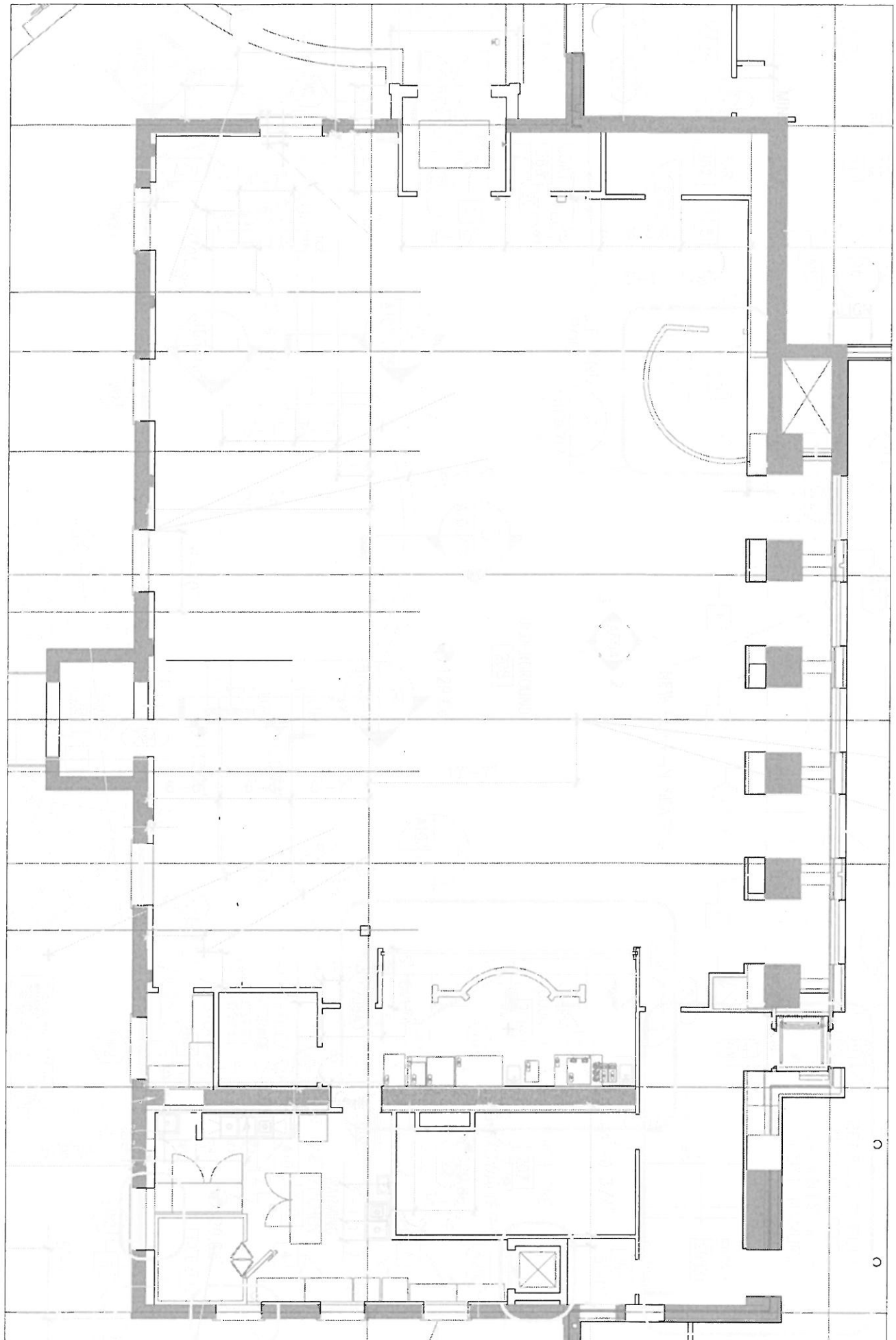
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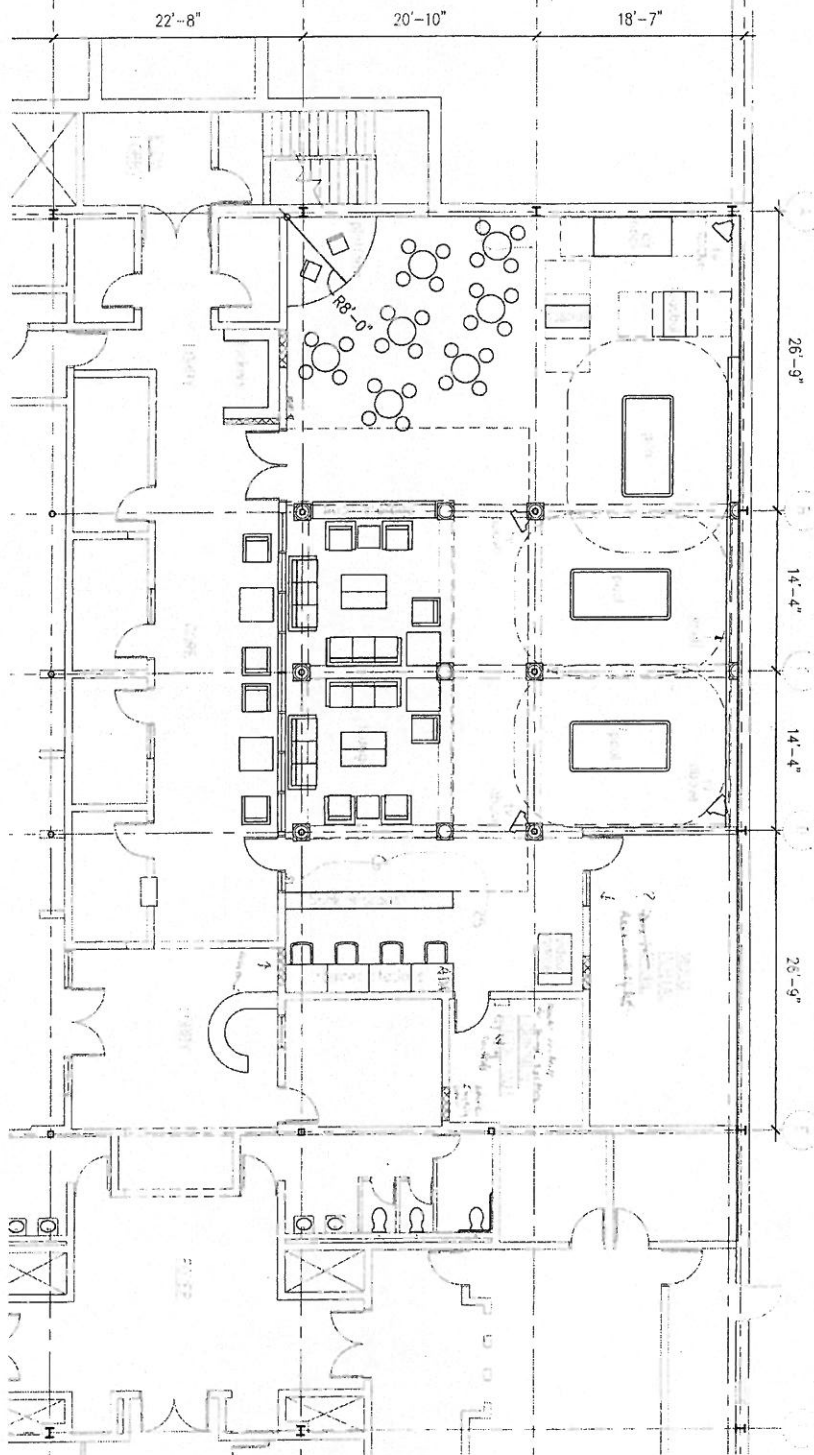
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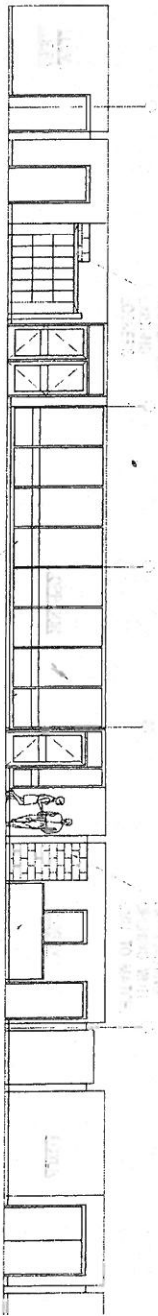






PARTIAL FLOOR PLAN -
STUDENT ACTIVITIES CENTER

CORRIDOR ELEVATION



Ballou Justice Upton
Architects

Mary Washington College
Student Activities Center



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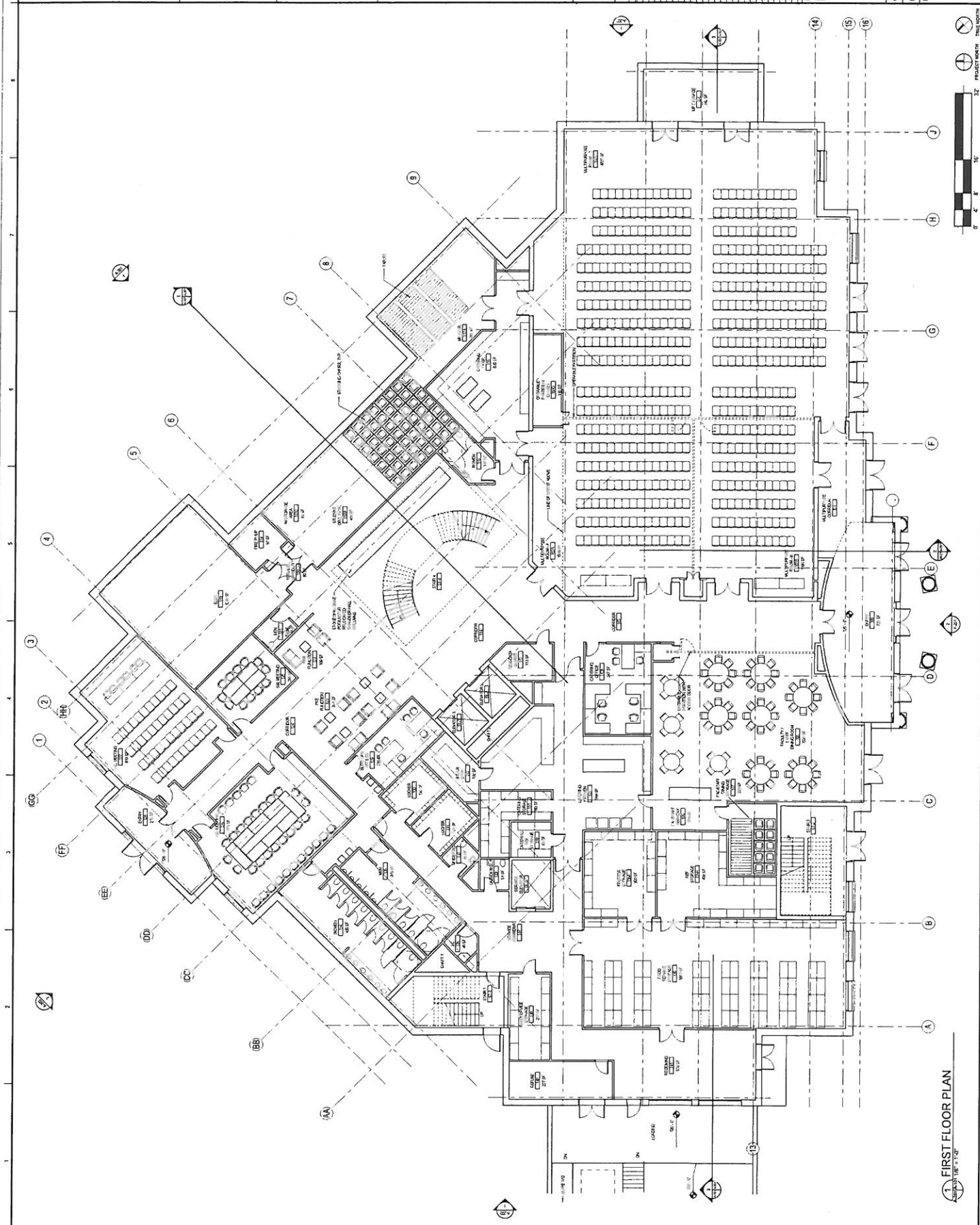
UNIVERSITY OF
MARY
WASHINGTON
CAMPUS CENTER

1301 College Avenue
Fredericksburg
Virginia, 22401

Project Status	Project Number
Schematic Design	03-02-12
Design Development	03-02-40
Construction Documents	03-02-00
Assessed for Bidding	03-02-20

First Floor Plan

Project Code	215-17509-000
Project No.	177501404
Drawing Number	



1724 Market Street
5th Floor
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tel: 215.751.2500
fax: 215.751.2501



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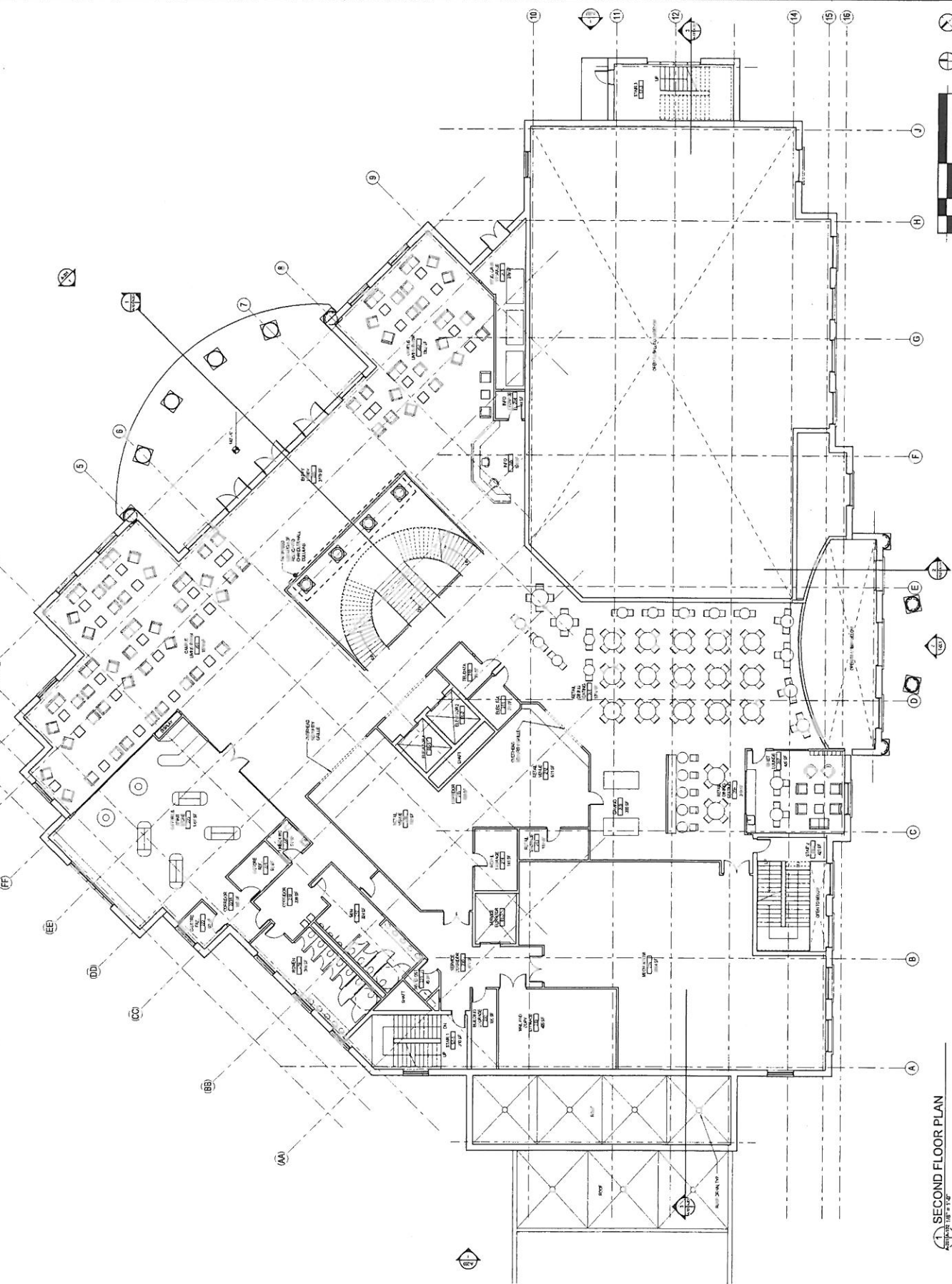
Project Status
Schematic Design 03-03-12
Design Development 06-01-12
Construction Documents 08-01-12
Construction 09-01-12
Revisions 09-01-12

Rev.	Date	Description
1	03-03-12	Schematic Design
2	06-01-12	Design Development
3	08-01-12	Construction Documents
4	09-01-12	Construction

Drawing Name
Second Floor Plan

VA Project Code 215-751-0001
Project No. 077801-004
Drawing Number

A-102



SECOND FLOOR PLAN
AS SHOWN 1/8" = 1'-0"

1726 Archer Street
5th Floor
Philadelphia, PA 19103
tel: 215.751.2800
fax: 215.751.2801



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CAMPUS CENTER

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Virginia, 22401

Project Status
Schematic Design
Design Development
Construction Documents
Construction Administration
Post-Occupancy Evaluation

12/02/02
03/03/03
06/03/03
09/03/03
12/03/03

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Third Floor Plan

VA Project Code
215-751-2800
Project No.
177871-001
Drawing Number

A-103

THIRD FLOOR PLAN
AS SHOWN ON 1/2"



PROJECT LOCATION

PROJECT LOCATION

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PROJECT LOCATION

1715 Market Street
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fax 215.751.2901



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CAMPUS CENTER

1301 College Avenue
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Virginia, 22401

Project Name
Design Development
Construction Documents
Bidding
Construction

Sheet No. 04-00-01
04-00-02
04-00-03
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04-00-94
04-00-95
04-00-96
04-00-97
04-00-98
04-00-99
04-00-100

Revision

1. 04-00-01

2. 04-00-02

3. 04-00-03

4. 04-00-04

5. 04-00-05

6. 04-00-06

7. 04-00-07

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28. 04-00-28

29. 04-00-29

30. 04-00-30

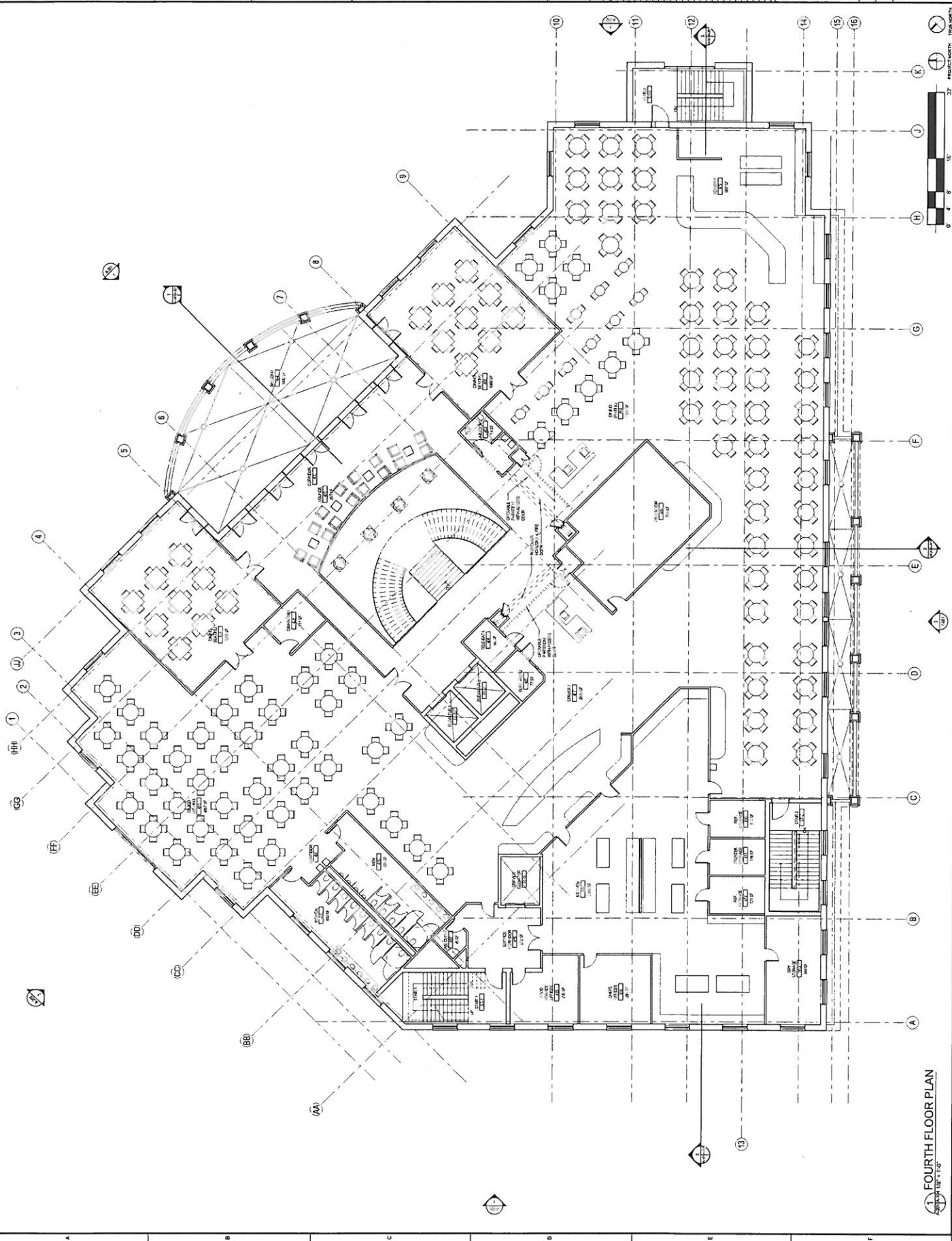
Fourth Floor Plan

Project Code 15-1799-001

Project No. 1799-001

Drawing Number

A-104



FOURTH FLOOR PLAN
1/8" = 1'-0"